



An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon

10/06/19

Minutes

Audit Committee Summer 2019

Monday 10th June 2019 at 9.30am at ADMAT Central Office

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Bex Couch, Claire Paul, Peter Hague, Will Hermon

Apologies: Nicola Murphy, Brian Jennings

In Attendance: Governance Officer, Jo Callow

2. **Declarations of Interest/Pecuniary Interests relevant to this Agenda**

No changes and the Directors discussed the tightening up of declarations in future. Annual declarations will be done at the full Board.

3. **Confirm Minutes of previous Audit meeting Spring (6th February 2019) and Matters Arising**

None. Committee agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

A Trust Board matter and a school staffing matter was discussed in the confidential minutes.

5. **Review Risks and Improvement Update**

a. **MAT Finance Risks**

WH highlighted the list of 'musts' in the AFH and briefly discussed the Audit requirements. The committee discussed the top MAT risks:

- 21. Becoming financially unviable due to failure to meet NSC minimum pupil number of 1260. RSC/DfE decisions restricting MAT growth plan.
- 19. Becoming financially insecure due to falling roll or other factors.
- 32. Individual school within the MAT falling below DfE floor standards for attainment and progress. *Floor standards not applicable now but attainment and progress still need to be achieved, particularly progress.*
- 12. Loss of LA support and intervention in the event of a significant property related incident e.g. fire, flood, infrastructure deterioration. *NP sewage system is an example but issues are becoming notable in most schools.*
- 11. Potential cost of admittance of a pupil with high-level health needs that fall outside the Local Authority SEN Individually Assigned Resources entitlement. *Committee discussed the issues surrounding the ability to provide appropriate provision for children with additional needs without the any additional funding, and the use of PPG funding.*

b. **MAT Improvement Plan – Part 1; 3i and Part 2; 1, 2, 3, 4 & 5**

- **Part 1, 3i;** WH briefed the committee on the formulation of the An Daras Vision and Ethos “Igniting Curiosity, Growing Capabilities”, along with the MAT Curriculum framework. The committee discussed in detail, they noted from both Diocese perspective, there are theological under-pinnings in part of the curriculum ‘act justly, love constantly, live humbly’. The feedback so far has been positive and there was a discussion on the implementation of this versus timings of OFSTED inspections and the new academic year. WH confirmed that the first term is being worked on first and then others following that. OFSTED will be shown the plans even if the curriculum isn’t fully implemented when they inspect.
- **Part 2;** no further updates.

6. **Review Risks to Internal Financial Control**

WH highlighted the Responsible Officer report for this year. The main areas discussed were cash flow, purchase orders, creditor control account re-conciliations (due to staff absence), asset register that needs more detail, detail in management letters, funds brought forward on the PS Financials, frequency of meetings, register of interests, debtor reports and calculation of top slice policy. Overall, a positive report.

Follow up on external auditor management letter from last year and previous year; RO reports resolved, reconciliation of accounts has been addressed, register of interests and other matters that have been addressed. The issues have been followed up in the RO report too. The committee noted that using BF for both internal and external audit needs to be monitored, and different people need to be requested from BF in due course.

7. **Update on External Audit Arrangements**

See item 8.

8. **External Auditor**

Committee requested quotes for other providers that provide external audit function for future use.

9. **MAT Scheme of Delegation**

Carry forward to next meeting. Scheme of Delegation will be amended following the outcome of the Director level review (to be circulated by 20 June in preparation for full Board on 1st July).

10. **Debt Report**

No significant debts and only debts are a few parents, mainly pre-school.

11. **Review Process for Expenditure/Bids for Capital Funding Projects**

CIF bids have not been successful this year. The committee discussed the project manager and the need to look at who we use as a project manager going forward.

12. **Investigate Areas Highlighted by BoD that may threaten or adversely affect the Trust**

None highlighted.

13. Policy Review

- a. **Pecuniary Interests** – one amendment requested – ‘are you related to or friends with anyone who tenders for work from the MAT’ should have ‘to the best of your knowledge’ preceding it. Advice is being sought from BF on some of the detail but committee happy to approve policy once this is confirmed.
- b. **Anti-Fraud and Corruption** – no change, approved.
- c. **Data Protection/GDPR** – new policy, one amendment required as SC cannot be DPO because of her other roles, and it is difficult to find a suitable person. Committee requested that WH get quotes from an organisation who has the expertise to provide the DPO responsibility.

Action: Look at options and obtain quotes for the DPO function.

- d. **Whistleblowing** – no change, approved.

14. AOB

WH highlighted a letter from HT Board regarding Princetown joining the MAT on the proviso that the Trust Board structure is reviewed regarding Directors who are also staff members. This will be done in the round with the other review work.

15. DONM

To be confirmed once Director review is finalised.

Meeting closed at 12 noon.

TJH Martin
Governance Officer

Distribution List:

W. Hermon – CEO Director B. Jennings – Chair of Board of Directors B. Couch – Director (Chair) C. Paul – Director (Vice Chair)	N. Murphy – Director E. Gilbert – CFO J. Callow – Ex Officio Observer
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